

# Program Manager

## Responsibilities:

- Maintains frequent and effective contact with Peace Corps volunteers resulting in a comprehensive and up to date knowledge of their individual work situations, community relations, achievements, problems and support needs.
- Consults continuously with relevant Philippine governmental and non-governmental organizations and monitors closely Peace Corps volunteers' work progress to acquire and sustain a detailed and current information base concerning project development opportunities.
- Plans projects and formulates project goals that respond to Philippine human development needs and conform to Peace Corps' assistance possibilities.
- Identifies and develops volunteer work sites that offer full-time, productive work; community involvement; cultural learning and integration; and safety and security.
- Provides personal and professional support to volunteers.
- Organizes and conducts technical training, performance assessments, counseling, and other skill-building opportunities.
- Assists in resolution of disputes between volunteers and site partners.
- Ensures volunteers' and work site colleagues' timely and full compliance with periodic reporting responsibilities.
- Publicizes Peace Corps' program by initiating and maintaining close liaison and relevant national, regional and local government offices; non-governmental organizations; teaching institutions; and other organizations and institutions either currently hosting Peace Corps volunteers or indicating a potential for hosting volunteers in the future.
- Prepares error free in English at a high professional level documentation including proposals, reports, project assessments, business communications, and other narrative texts.
- Prepares and implements budgets.
- Undertakes other projects and actions in support of the Peace Corps Philippines program.

## Requirements:

- Bachelor of Arts or Bachelor of Science degree required, preferably in education; graduate degree preferred in education, management or related fields.
- Training in adult and childhood educational theory and practice; educational administration; systematic data collection and analysis; and training and counseling.
- Experience in English teaching, English teacher training, and school administration/ education a plus;
- High level speaking and writing fluency in English as well as Tagalog and / or Cebuano.

- Experience in planning and implementing events and trainings;
- Extensive budget management experience;
- Creativity and capabilities to think out of the box and to connect the dots.
- High level abilities to receive and give feedback.
- Ability to work independently and as part of a team.
- Willingness to travel extensively throughout the Philippines, including Mindanao, up to 60% of time.
- High level skills in project planning, development and management; networking; public speaking; and public relations.
- Ability to communicate successfully across multiple levels of contacts.
- High level ability in research and data assessment.
- Ability to prepare written work in English that is correct, concise and polished.
- Experience in the management of education projects.
- Familiarity with the people, programs, organizations and policies related to educational issues.
- Practical abilities in the use of MS Office.
- Successful experience working with international organizations – a plus.

Applications may be sent electronically via MS word not in VISTA OS environment to Jay Villapando (vacancy@ph.peacecorps.gov), indicate in the subject title **"PM Applicant" different subject title will not be processed.**

Applicants should include all of the following:

A cover letter stating why you are qualified for a position as described herein.

An up to date resume with a recent photo.

The names and contact information of 3 persons who have detailed knowledge of your professional capabilities and past performance.

Documentation (e.g. references from previous employers, essays authored by you, certificates, awards, copies of degrees earned) that demonstrate that you are qualified.

Paper applications may be mailed to:

PM Application  
US Peace Corps  
6th Floor PNB Financial Centre  
Macapagal Avenue, Pasay 1300

